TOPCOM®

BUTLER 1600/TWIN/ TRIPLE/QUATTRO

USER GUIDE

1.2

CE

Important

To use ‘Caller ID’ (display caller), this service has to be activated on your phone line. Normally you need a separate subscription from your telephone company to activate this function. If you don’t have the Caller ID function on your phone line, the incoming telephone numbers will NOT be shown on the display of your telephone.

This product is in compliance with the essential requirements and other relevant provisions of the R&TTE directive 1999/5/EC. The Declaration of conformity can be found on :

http://www.topcom.net/support/cedeclarations.php

The features described in this manual are published with reservation to modifications.

1	**Buttons**	**6**
2	**Display**	**7**
3	**Installation**	**7**
3.1	Base	7
3.2	Multi charger	8
3.3	Handset	8
4	**Battery low indication**	**8**
5	**Operation**	**9**
5.1	Navigating the menu	9
5.2	Setting the language	9
5.3	Outgoing calls	9
5.4	Incoming calls	9
5.5	Activate/deactivate hands free function	9
5.6	Mute function	10
5.7	Setting the volume	10
5.8	Paging	10
5.9	Flash button (R)	10
5.10	Setting the ring volume and melody	10
5.11	Key lock	11
5.12	Setting the dialling mode	11
5.13	Handset name	11
5.14	Prefix	11
5.15	Using the alphanumerical keypad	12
6	**Phonebook**	**13**
6.1	Add a phonebook entries	13
6.2	Dial a Phonebook entry	13
6.3	Edit name or number	13
6.4	Delete an entry	13
7	**Caller-ID function (CLIP)**	**13**
7.1	New calls	13
7.2	Consulting the Call list	14
7.3	Calling a number from the Call list	14
7.4	Erasing a number from the Call list	14
7.5	Erasing all numbers from the Call list	14
7.6	Store a number from the call log into the phonebook memory	14
8	**Register/de-register a handset**	**15**
8.1	Register to a Topcom B1600 base	15
8.2	Removing a handset	15
9	**Call transfer and Intercom between two handsets**	**15**
9.1	Call transfer and conference call during an external call	15
9.2	Internal call (intercom)	16
10	**Reset of the handset**	**16**
11	**Troubleshooting**	**16**
12	**Technical Data**	**17**
13	**ECO (low-radiation) mode**	**17**

14 Topcom warranty 18
14.1 Warranty period 18
14.2 Warranty handling 18
14.3 Warranty exclusions 18

Safety Instructions

- Only use the charger plug supplied. Do not use other chargers, as this may damage the battery cells.
- Only insert rechargeable batteries of the same type. Never use ordinary, non-rechargeable batteries. Insert rechargeable batteries so they connect to the right poles (indicated in the battery compartment of the handset).
- Do not touch the charger and plug contacts with sharp or metal objects.
- The operation of some medical devices may be affected.
- The handset may cause an unpleasant buzzing sound in hearing aids.
- Do not place the basic unit in a damp room or at a distance of less than 1.5 m away from a water source. Keep water away from the handset.
- Do not use the telephone in environments where there is a risk of explosions.
- Dispose of the batteries and maintain the telephone in an environment-friendly manner.
- As this telephone cannot be used in case of a power cut, you should use a mains-independent telephone for emergency calls, e.g. a mobile phone.
- This telephone uses rechargable batteries. You have to dispose of the batteries in an environment friendly manner according to your country regulations.

Disposal of the device (environment)

At the end of the product lifecycle, you should not throw this product into the normal household garbage but bring the product to a collection point for the recycling of electrical and electronic equipments. The symbol on the product, user guide and/or box indicate this.

Some of the product materials can be re-used if you bring them to a recycling point. By re-using some parts or raw materials from used products you make an important contribution to the protection of the environment.
Please contact your local authorities in case you need more information on the collection points in your area.

Cleaning

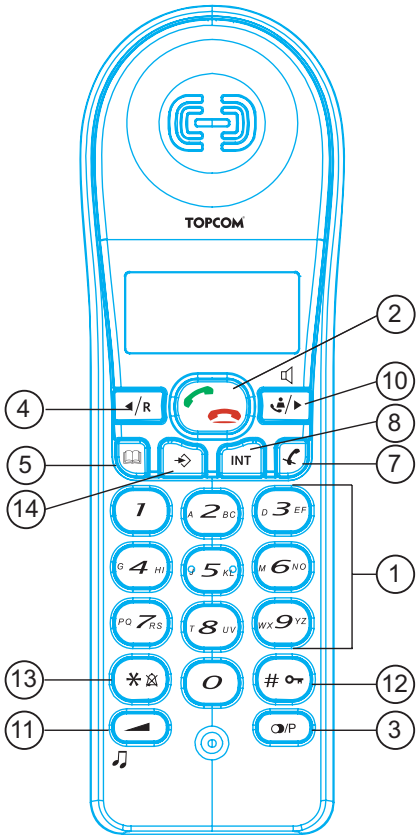
Clean the telephone with a slightly damp cloth or with an anti-static cloth. Never use cleaning agents or abrasive solvents.

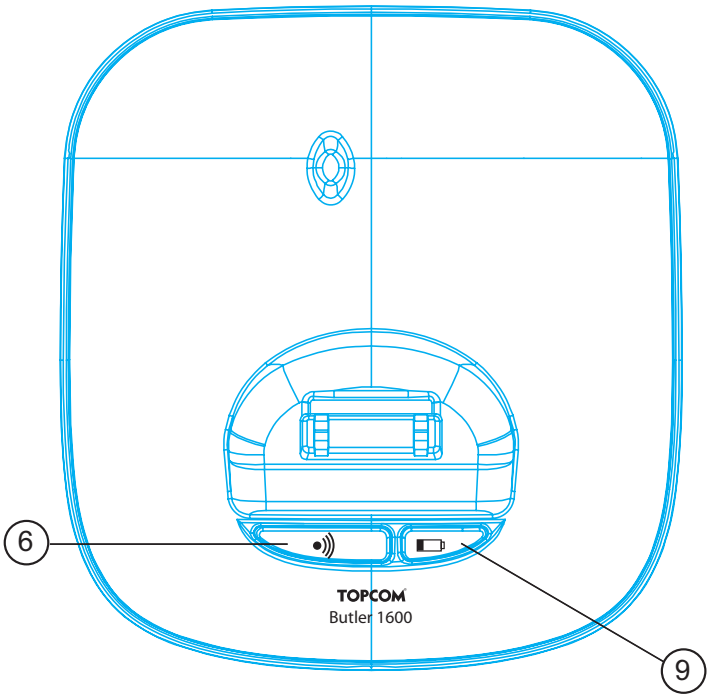
To be connected to the public analogue telephone network.

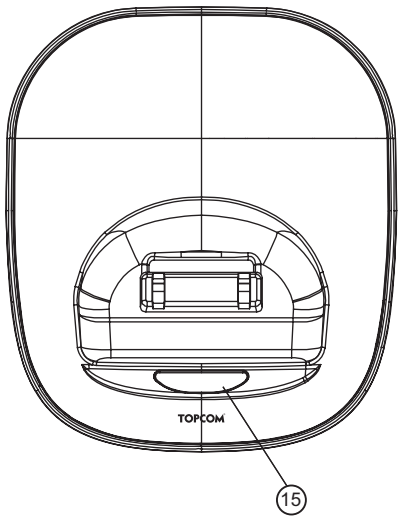
The CE symbol indicates that the unit complies with the essential requirements of the R&TTE directive.

1 Buttons

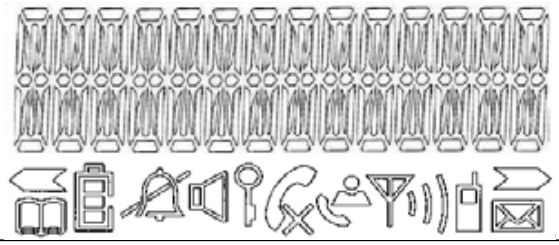
1. Alphanumerical buttons
2. Line button
3. Redial / Pause button
4. Left / Flash button
5. Phonebook button
6. Paging button (to retrieve the handset)
7. Mute / Delete button
8. Int/Escape button **Int**
9. Charge indicator (LED)
10. Call log / Right / handsfree
11. Volume/melody button
12. Key lock
13. Ringer ON/OFF
14. Menu / OK button
15. Charge indicator (LED) multi charger







2 Display

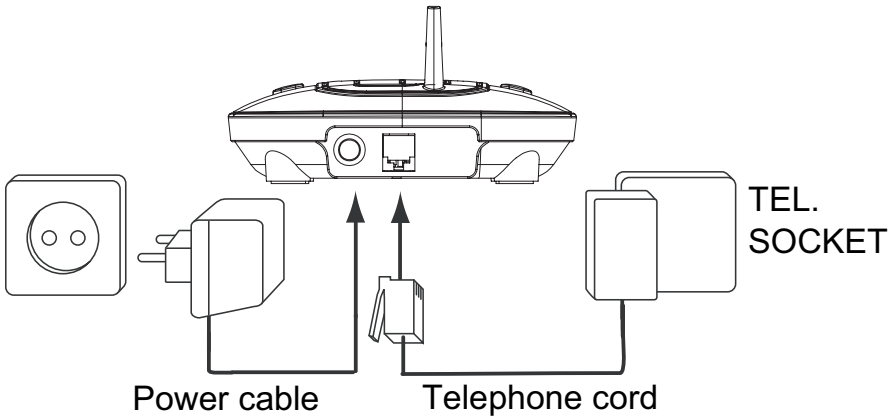


Icon:	Meaning:
	You are online
	New numbers in call list
	Rechargeable battery level indicator
	The antenna indicates the quality of reception. The antenna blinks when the handset is out of range!
	Microphone is muted
	Memory records are being retrieved or set up
	The keypad is locked
	There are more digits on the left
	There are more digits on the right
	During hands free
	When ring buzzer is turned off
	There are new messages in your voice mail
	During internal call
HS-x	x = handset number

3 Installation

3.1 Base

- Plug one end of the phone cable into the phone unit and the other end into the telephone line wall socket.
- Connect the small plug of the AC adaptor to the phone and the other end of the adapter cable to the electric socket.

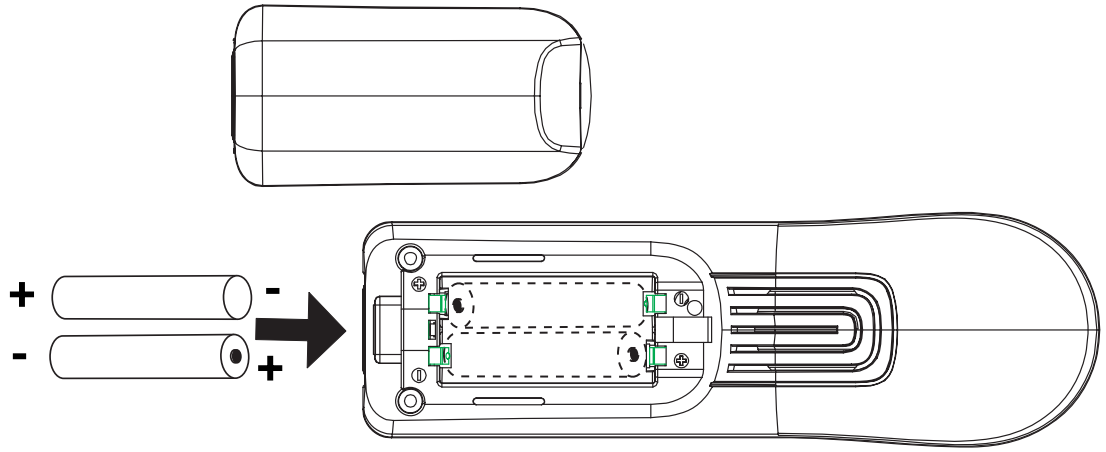


3.2 Multi charger

- Connect the AC adaptor to the electric socket

3.3 Handset

- Insert 2 rechargeable batteries (AAA) inside the battery compartment of the handset.



Put the handset on the base unit. The red Charge LED will lit as long as the handset is on the base.
Charge the handset for a period of 24 hours before using the handset for the first time. To extend the battery life time, discharge the batteries completely from time to time. As soon as the handset emits a warning tone or when the battery icon is empty, you have to put it back on the base unit for charging.

4 Battery low indication

When the battery is empty, the handset no longer carries out operations. When a battery is completely empty and you have put the handset on the base unit for a short period of time, the Battery symbol will appear to be fully charged but this is actually not the case. The battery capacity will decrease rapidly. We advise you to put the handset on the base unit for 12 hrs so that it can be recharged completely.

- Full battery
- Empty battery

When you are in the middle of a conversation and the battery is almost empty, the handset will emit a warning signal. Place the handset on the base unit to charge.

ENGLISH

5 Operation

5.1 Navigating the menu

The Butler 1600 has a menu system which is easy to use. Each menu leads to a list of options. To enter the menu, press the Menu button → Use the Right ▸ or Left ◂ key to scroll to the menu option you want. Press OK to select further options or to confirm the setting displayed. The arrows on the display and shows the possible scroll direction in the menu. The go back in the menu press the Escape/INT key.

5.2 Setting the language

Press Menu button →Use the Right ▸ button to scroll to '**Language**' and press OK → Scroll to the language you want with the Right ▸ or Left ◂ key and select OK .

5.3 Outgoing calls

5.3.1 Making a phone call

Press the Line button . You will hear the dial tone. → Enter the desired telephone number. → Press the Line button when you want to terminate the call.

5.3.2 Call setup with dial preparation

Enter the desired telephone number. An incorrect number can be corrected by means of the Mute button . When you haven't pressed a button for 20 seconds, the number you've already entered will disappear and the handset returns to standby mode. → Press the Line button . The number will be dialled automatically. → Press the Line button again when you want to terminate the call.

5.3.3 Redialling the last number dialled

Press the Line key →You will hear the dial tone. → Press the Redial key . The number you last called is dialled automatically.

5.3.4 Redial one of the last 3 numbers dialled

Press the Redial key . The number you last called appears on the display. If you would like to dial one of the last 3 numbers dialled, press the Redial key a few times until the desired number appears on the display. → Press the Line key . → The number shown on the display is dialled automatically. → After finishing your call, press the Line key to hang up.

5.4 Incoming calls

When a call comes in, the handset will start to ring. → Press the Line button to answer the incoming call.

5.5 Activate/deactivate hands free function

This function allows you to communicate without having to pick up the handset. When you are on the phone, press the Hands free key to activate the hands free function.
Press the same button to deactivate the hands free function.

When you are calling in hands free mode and you want to change the volume, press the Volume button.

When you use the hands free function for a long time, the batteries will be discharged faster !

5.6 Mute function

It is possible to deactivate the microphone during a conversation. Now you can speak openly without being heard by your correspondent.
Press the Mute button during a conversation. The microphone will be deactivated. The MUTE symbol . appears on the display. → Press the Mute button again when you want to continue the conversation.

5.7 Setting the volume

During a conversation you can set the volume by pressing the Volume button . You can set the volume alternatively in between 1-5. You can also use the left/right button.

The hands free receiver volume is also adjustable as above described!

5.8 Paging

When you press the Paging button on the base unit, the handset emits a ringing signal for 20 seconds. This signal helps you find a lost handset. Press any key to stop the ringing on a handset.

5.9 Flash button (R)

When you press the R button, also called flash or recall, the unit generates a line interruption (of 100 ms or 250 ms). It gives you the possibility to use the special services of your telephone provider and/or to transfer calls when you have a telephone exchange.

5.9.1 Setting the Flash time

Press and hold the redial button for 3 sec. → The display will show:
'**Short**' for 100ms or '**Long**' for 250ms → The flash time setting will disappear after 2 sec. from the display

5.10 Setting the ring volume and melody

5.10.1 Handset melody

Press and hold the melody button ♫ until the current melody is heard. → Select the desired melody (1-9) by means of the scroll keys ◄ ►. → Press ♫ again to confirm the setting.

5.10.2 Handset ring volume

Press the volume button in standby. → The handset will ring in the current volume.→ Use the scroll keys ◄ ► to select the desired volume (0-5). → Press ♫ again to confirm the setting.

You can turn the ringer volume of each individual handset ON or OFF by simply press and hold the key in standby.

5.11 Key lock

When the keypad is locked, pressing any key will have no effect during standby (except holding the key).
Press and hold the key. → appears on the display and the keypad is locked → Press and hold the key again to un-lock the keypad.
When there is an incoming call, you can still answer the call by pressing the Line button . During the call, the keypad functions as normal. When the call is ended, the keypad will be locked again.

5.12 Setting the dialling mode

There are two types of dialling mode:
DTMF/Tone dialling (the most common) (default)
Pulse dialling (for older installations)
To change the mode of dialling:
Press and hold the flash R button to toggle between dialling modes: →'**PULSE**' will appear when set to pulse or '**TONE**' when set to tone (DTMF) dialling → After 5 sec. the unit returns to standby

You can change by accident the dial mode of the phone when pressing the recall/Flash key 'R' for 5 sec in standby. The wrong dialling mode will cause that the number isn't dialled correctly or isn't dialled at all.

5.13 Handset name

You can change the name that appears on the screen (max. 12 characters) during idle stage: Press Menu button twice → The currect handset name is shown → Delete the character by the Mute -key. → Use the keypad to enter the new name. → Press the Menu/OK button to confirm.

5.14 Prefix

You can set a Prefix number which will always be dialed out automatically before you enter the telephone number you want to dial. This number will always be dialed even when calling from phonebook memory, redial, etc...

5.14.1 To Edit or Delete the prefix number:

Press Menu button → Use the Right ▸ button to scroll to '**PREFIX**' and press OK → Delete the digits by the Mute -key. → Use the keypad to enter the new prefix. → Press the Menu/OK button to confirm.

When a prefix number is set, all numbers dialed out will be with this prefix!

5.14.2 Temporaly dial out without prefix

Enter the telephone number and press the Line button until the handset icon appears on the display. The number will be dialled out without Prefix → Press the Line button when you want to terminate the call.

5.15 Using the alphanumerical keypad

With your telephone you can also enter alphanumeric characters. This is useful for entering a name into the phonebook, giving a name to a hand-set, …
To select a letter, press the corresponding key as many times as is necessary. For example to select an 'A', press '2' once, to select a 'B', press '2' twice and so on. To select 'A' and then B consecutively, select 'A', wait until the cursor moves on to the next character, then press '2' twice.
To select a space, press 0.

The keypad characters are as follows:

Key	First press	Second press	Third press	Fourth press	Fifth press	Sixth press	Seventh press	Eighth press
1	+	-	/	1				
2	A	B	C					
3	D	E	F					
4	G	H	I					
5	J	K	L					
6	M	N	O					
7	P	Q	R	S				
8	T	U	V					
9	W	X	Y	Z				
0	Space							

6 Phonebook

You can program 50 phonebook entries in the phone's memory. Names can be up to 14 characters long and numbers up to 24 digits.

6.1 Add a phonebook entries

Press and hold the Phonebook button 🕮 until the 🕮-icon starts to blink. → Enter the name you whish to store. → Press the Menu/OK button ⇢ to confirm.→ Enter the telephone number.→ Press the Menu/OK button ⇢ to confirm.

If you wish to insert a pause, press the Redial/Pause button ◑/P on the location where you want a pause of 3 sec.

6.2 Dial a Phonebook entry

Press the Phonebook button 🕮 to enter the phonebook.→ Press the left or right key ◂ ▸ to search the name you want to dial. → Press the Line button ✆ and the number will be dialled automatically. → Press the Line button ✆ when you want to terminate the call.

6.3 Edit name or number

Press the Phonebook button 🕮 to enter the phonebook.→ Press the left or right key ◂ ▸ to search the name you want to edit. → Press and hold the Phonebook button 🕮 until the 🕮-icon starts to blink. → Delete the character by the Mute ✆-key. → Use the keypad to enter the new name. → Press the Menu/OK button ⇢ to confirm.→ Enter/delete the telephone number.→ Press the Menu/OK button ⇢ to confirm.

6.4 Delete an entry

When viewing the entry you want to delete, press Mute/Delete key. → Press Menu/OK button ⇢ to confirm.

7 Caller-ID function (CLIP)

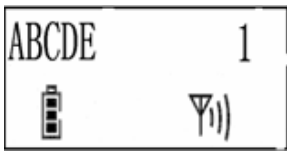
The Topcom B1600 displays the telephone numbers of incoming calls. This function is only possible if you are subscribed to a telephone operator that provides this service. Contact your telephone provider for more information. When you receive a call, the numbers are saved in a Call list. This list can hold 30 telephone numbers (each of max. 23 digits). If the number is longer then 14 digits, you can press the ▸ key to show the other digits!

7.1 New calls

When you've received a new unanswered call, the CLIP symbol will blink on the display.

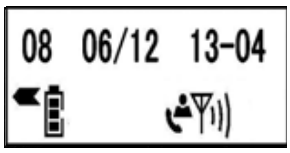
7.2 Consulting the Call list

Press the Call Log button . The last received call is shown on the display. If the list is empty, '**EMPTY**' is shown on the display. If not, You can see the name, number and date/time. Pressing the Menu/OK button the following will be shown on the display:



When number is matching with the phonebook number or when CallerID name is send

When no matching with the phonebook or CallerID number without name.



Sequence number + date and time when call is received

You can scroll from name to number and date time by pressing the Menu/OK button . Use the left scroll key ◄ to scroll to the previous call. Use the ► button to show the next call. → You can leave the Call list by pressing the INT key.

*** Only when the network sends the time/date together with the telephone number!!! On some networks with caller ID, time and date will not be displayed**

7.3 Calling a number from the Call list

Scroll through the Call list until the desired number is shown on the display. → Press the Line button . The number will be dialled automatically.

7.4 Erasing a number from the Call list

Scroll through the Call list until the desired number is shown on the display. → Press the Mute button and OK to erase the number.

7.5 Erasing all numbers from the Call list

You can only erase all numbers from the call list if all are read.
Press and hold the Mute/Delete button until '**Delete All**' appears. → Press the Menu/OK button to confirm or Mute/Delete button to cancel.

7.6 Store a number from the call log into the phonebook memory

Scroll through the Call list until the desired number is shown on the display. → Press the Phonebook button . → Edit or enter the name and press OK → Edit or enter the telephone number and press OK again to confirm and to go back to the call list.

8 Register/de-register a handset

8.1 Register to a Topcom B1600 base

You can subscribe 4 handsets to one base unit. By default, each handset is subscribed as handset 1 on the base unit upon delivery (base unit 1).
!!! You only need to subscribe the handset if:

- The handset subscription has been removed from the base unit (e.g. for reinitialisation)
- If you want to subscribe a different handset to this base unit.

The below procedure is only applicable to a Topcom Butler 16xx handset and base unit!! Keep the Paging key on the base unit pressed for 10 seconds until the Charge indicator on the base unit begins to blink rapidly. The Charge indicator will blink rapidly for one minute. During this minute, the base unit is in register mode and you must do the following to subscribe the handset:
Press Menu button → Use the Right ▸ button to scroll to '**REGISTER**' and press OK → Enter the number of the base unit you would like to subscribe the handset to (1-4) → The unit will start searching for the base and when found it will ask to enter the pin code (4 digits): → Enter the base pin code (0000) and press OK . → If the pin is wrong, the handset will restart the searching for the base. → When the handset is registered, it will show 'HS' followed by the handset number.

8.2 Removing a handset

You can remove a handset from a base to allow another handset to be registered:
Press Menu button → Use the Right ▸ button to scroll to '**REMOVE HS**' and press OK → Enter the pin code (0000) and press OK → Enter the handset number (1-4) you want to remove and press OK . → The unit will go back to standby is the removal is successfully. If not, it will ask again to enter the handset number

You can only remove existing handsets and others then the one you are using.

9 Call transfer and Intercom between two handsets

These functions only work when more then one handset (like a Twin/Triple/ Quattro version) is registered to the base!

9.1 Call transfer and conference call during an external call

During an external call, press the INT key followed by the number (1-4) of the other handset.
→ The other handset will start to ring:

- When the other handset takes the line you can talk internally.
  If you hang up, the external line will be connected with the other handset.

If you press and hold the INT key for 3 seconds you can talk with the 2nd handset and external line at the same time (conference call)

– Or press the INT key again to return to the external call.

→ Press the Line button to end the call.

9.2 Internal call (intercom)

- In standby press the INT key followed by the number (1-4) of the other handset.
- The other handset will start to ring. You can stop the ringing by pressing the Line button .
- If the other handset answers the call by pressing the Line button you can talk internally.
- Press the Line button to end the call.

10 Reset of the handset

This will undo all changes and set back all default settings (ringer volume, ringer melody, etc...).
Press Menu button → Use the Right ▸ button to scroll to '**RESET**' and press OK → Enter the pin code (0000) and press OK → The unit will go back to standby.

Default handset settings are:

Handset volume	3
Handset melody	9
Flash time	Short
Dial mode	Tone

All memories (redial, phonebook, call log,...) and handset name will not be erased!

11 Troubleshooting

Problem	Possible cause	Solution
No Display	Batteries not charged	Check the position of the batteries
		Recharge the batteries
No dialling tone	Telephone cable not properly connected	Check the connection of the telephone cable
Volume of conversation partner too low		Adjust the volume during the conversation by pressing the volume key
Handset ringer volume too low		Adjust the ringer volume
Not possible to dial a number	Wrong dial mode	See "Setting the dialling mode" to set the correct dial mode

12 Technical Data

Range:	up to 300 m in open space up to 50 m in buildings
Dialling options:	DTMF (tone) and Pulse
Batteries:	2 x 1.2V, 600 mAh AAA Type NiMH rechargeable
Max. standby time:	approx. 100 hours
Max. talk time:	11 hours
Ambient temperature:	+5 °C to +45 °C
Permitted relative air humidity:	25 to 85 %
Power supply base adapter:	220/230V , 50 Hz
Memories	50 with max. 24 digits and 14 characters

13 ECO (low-radiation) mode

- This cordless telephone (compliant with the DECT standard) facilitates low-radiation operation.
- The radiation intensity of the radio signal between the base station and handset is reduced to a minimum when the handset is on the base station.
- Only when the handset is removed from the base station or a call is received does the radiation intensity of the radio signal increase to the normal strength.
- This does not mean that normal DECT radiation is harmful to health.
- The low-radiation mode prevents unnecessary DECT radiation load when no communication is required between the base station and handset.
- For technical reasons, no additional handsets can be operated in low-radiation mode (an additional handset that is not located in the immediate vicinity of the base station would always be "searching for base station" due to the weak radio signal).
- Low-radiation mode is enabled in the factory settings.
- Low-radiation mode is automatically disabled if you log on an additional handset.
- Low-radiation mode is automatically enabled again when you log off all additional handsets (only one handset may be logged onto the base station).
- The procedure for logging handsets on and off is explained in the User Manual.

14 Topcom warranty

14.1 Warranty period

The Topcom units have a 24-month warranty period. The warranty period starts on the day the new unit is purchased. The warranty on batteries is limited to 6 months after purchase. Consumables or defects causing a negligible effect on operation or value of the equipment are not covered.
The warranty has to be proven by presentation of the original purchase receipt, on which the date of purchase and the unit-model are indicated.

14.2 Warranty handling

A faulty unit needs to be returned to a Topcom service centre including a valid purchase note. If the unit develops a fault during the warranty period, Topcom or its officially appointed service centre will repair any defects caused by material or manufacturing faults free of charge.
Topcom will at its discretion fulfil its warranty obligations by either repairing or exchanging the faulty units or parts of the faulty units. In case of replacement, colour and model can be different from the original purchased unit.
The initial purchase date shall determine the start of the warranty period. The warranty period is not extended if the unit is exchanged or repaired by Topcom or its appointed service centres.

14.3 Warranty exclusions

Damage or defects caused by incorrect treatment or operation and damage resulting from use of non-original parts or accessories not recommended by Topcom are not covered by the warranty.
Topcom cordless phones are designed to work with rechargeable batteries only. The damage caused by the use of non-rechargeable batteries is not covered under warranty.
The warranty does not cover damage caused by outside factors, such as lightning, water and fire, nor any damage caused during transportation.
No warranty can be claimed if the serial number on the units has been changed, removed or rendered illegible.
Any warranty claims will be invalid if the unit has been repaired, altered or modified by the buyer or by unqualified, non-officially appointed Topcom service centres.

SERVICE RETURN CARD

Please fill in this card in CAPITAL LETTERS and attach to the product when you return in for service.

Customer Details

Name:

Surname:

Street:

Nr.: Box:

Location: Post code:

Country:

Tel.:

E-mail:

Product Details

Model name:

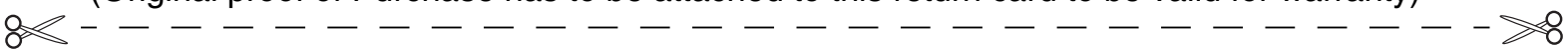
Serial Nr:

Purchase date: – – (DD/MM/YYYY)

Fault description: _____

_____

(Original proof of Purchase has to be attached to this return card to be valid for warranty)



Product Details

Model name:

Serial Nr:

Purchase date: – – (DD/MM/YYYY)

Fault description: _____

_____

(Please keep this part for future reference)

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www.topcom.net

MB300099